

**California National Guard - Human Resources Office**  
**Army Active Guard Reserve (AGR) Enlisted Vacancy**  
**Nationwide Vacancy Announcement**

**1 POSITION**

<b>Announcement Number:</b> 020-10		<b>Opening Date:</b> 15 March 2010	<b>Closing Date:</b> 14 April 2010
<b>Position Title:</b>  HUMINT Collection NCO	<b>UIC/TDA/UMR Para/Line Number:</b>  WRVRT0/105-02	  35M3L	<b>Maximum Grade: E6</b>  <b>Minimum Grade: E5</b>
<b>BDE/Unit Name and Address:</b> <b>SRCOM: 100TC</b>  HHSC, 223d MI BN (Linguist) San Francisco, CA 94132		<b>Selecting Official:</b>  CDR, 223d MI BN	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>  Enlisted <input checked="" type="checkbox"/>
<b>Security Clearance Requirement:</b> <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		<b>Minimum Military Education Requirements:</b>	

**Notes:** Nationwide means: Only current AGR's or Active Duty (title 10) may apply.

**Conditions of Employment**

**IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:**

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). AGR soldiers will not be re-assigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes.
- For the purpose of sustainment requirements, Soldiers that are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

**Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:**

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

**Primary Duties and Responsibilities**



Responsible to review and forward Army Training Requirements and Resources System (ATRRS) applications. Manage MI and Language training funding allocations for the Battalion. Review unit DTMS input, AFCOS Request-for-Orders, and Travel Request/Approval in DTS. Manage & Coordinate Battalion Overseas Deployment Training (ODT). Assist in preparing quarterly Battalion Unit Status Report (USR), monthly Battalion and Brigade briefing materials and manage battalion ammunition allocations. Actively participates in the Battalion and Brigade annual ATMM cycle.

Responsible for accomplishing the unit Commander's plans and programs to attain the unit's training, personnel readiness and mobilization readiness objectives. Maintains mobilization files, training files, enlisted and officer drop files, physical security files, and unit training library. Assists the unit Commander and 1SG in implementing the unit MOS qualification training program. Prepares quarterly unit status report (USR), annual unit training plans, unit 30-60-90 day training schedules for submission to BDE S3 NLT 120 days out, briefing materials, ammunition requests, training site requests, and other reports/requests as directed by the commander and/or AGR OIC/NCOIC. Attends all unit training assemblies, additional training assemblies and annual training periods. Maintains personal MOSQ, additional skill identifier (ASI) and NCOES career progression schools, as required. Supports all aspects of the training management cycle (ATMS); responsible to BN members who require assistance (i.e., school requests, attendance, training preparation, etc.). Supports both M-Day chain of command AND FTUS supervisor (SR OPS NCO; prepares written and verbal communications in support of unit commander; insures readiness reports and rosters are maintained (i.e. USR, maintenance reports, APFT/Weight Control reports, MTOE/UMR, MOSQ, Security Clearance, Language qualification, deployability rosters, etc.); maintains suspense log and satisfies all suspense actions; performs other duties as assigned by unit Commander and Senior Operations NCO (FTUS). Attends all battalion and unit training meetings, as required. Performs all other duties as assigned.

### Specialty Qualification Requirements

- Applicants must be 35M MOSQ in order to apply. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
- A physical demands rating of medium.
- A physical profile of 222221.
- A minimum score of 95 in aptitude area ST on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.
- Normal color vision.
- Requires mandatory formal training IAW MOS.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

### Instructions for Applying

**Applicants must, as a minimum, submit the following documents:** If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on



the top of page one, of the application.

- Three-quarter-length photograph (from the waist up) in a duty uniform (Class A,B or ACU) taken within the previous 12 months (“official” military photograph is not required).
- Enlisted Biographical Summary.
- Certified copy of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results.  
(Certified Copy – See frequently asked questions)
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier’s NCOERs are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities).
- **Certified copy** of current DA Form 705 (APFT), within six months for “on-board” AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated.  
(Certified Copy – See frequently asked questions)
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current Medpros printout (Available on AKO).  
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current drivers license. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR (Box 37), 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page

**Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

### Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.